



City of Miami Gardens

Department of Planning and Zoning Public Hearing Process

Public Hearing Meetings: City Zoning hearing on first Wednesday of every Month at 7:00 pm.

Applications that require a Public Hearing:

1. Rezoning (RZ)
2. Variance (V)
3. Special Exception (SE)
4. Unusual Uses (UU)
5. Conditional Uses (CU)
6. Small Scale Comprehensive Plan Land Use Amendments (LUPA)

Process Time: Approximately 120 days.

Submittal Period: 1st and 3rd week of each Month, Monday, Tuesday and Wednesday, by 12:00 pm.

Public Hearing Process Steps:

1. Application Submittal

- Pre-Application Conference with Planning and Zoning
- Fill out Application
- Letter of Intent provided by Applicant
- Principles and Guidelines signed by Applicant
- Checklist Items
- Fee Check – calculated by staff

2. File Application

- Review for Completeness
- Site Visit by Staff
- Initial Mailed Notice to *Neighbors Section*

3. Sufficiency Review

- 1 City Staff Review
- 2 Development Impact Committee (DIC), if necessary
- 3 Draft Letter to Applicant – 30 days prior to hearing
- 4 Draft Recommendation to Applicant

4. Schedule Public Hearing

- 1 Layman's Notice- 25 days prior in *Miami Herald*
- 2 Final Mailed Notice – 30 days prior in *Neighbors Section*
- 3 Advertisements – 20 days prior in *Miami Herald*
- 4 Final Recommendation – 30 days prior -Available

5. Public Hearing

- 1 Ordinance or Resolution
- 2 Resolution – conditions of approval, restrictions
- 3 Proffered Declaration of Restrictions – conditions of approval